INSTAKEY Security System

REKEYING INSTRUCTIONS

Please make sure to read ALL these instructions before conducting a rekey.



1) Remove the Step Change Key (below) - the one with a notch in the uncut side.

2) Take the Step Change Key and the list of doors (on the reverse side or enclosed separately) to each door that requires a rekey.

3) Insert the Step Change Key (while the door is open) into the first door listed and turn the key 180 degrees (half way around in either direction). Turn the key back and remove the key from the lock.

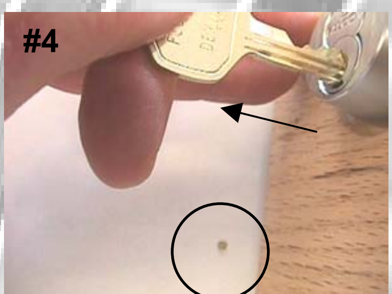


Note: If the Step Change Key does <u>not</u> turn 180 degrees (half way around) in the lock, please contact InstaKey or authorized distributor immediately.

4) You may see a tiny brass circular pin fall out of the lock as you remove the Step Change Key.

5) Try an old key (if available) in the lock to make sure it no longer works.

6) The lock has been successfully re-keyed. Please repeat in all other affected locks.



7) Distribute and assign the new key serial numbered operating keys to your personnel in the space provided on the enclosed Key Mailer Insert card, Key receipts, and/or Key logs. Discard all of the old keys because they will no longer work.

8) Place the Step Change Key back in the Mailer card and return it to a safe place.

Note: You can use this key as an operating key on an <u>emergency</u> basis only.



9) Complete the postcard below and mail or fax both sides of the card to InstaKey (303-761-6359) or authorized distributor @ **IMMEDIATELY.** Your new "Re-keying Kit" will be sent to you.

10) When your new "Re-keying Kit" arrives, **Please place it in a safe place.**

STEP CHANGE KEY

____

____

TO RECEIVE YOUR NEXT RE-KEYING KIT…..

Please print the below information:

<u>NUMBER of new operating keys needed:</u> __________________

COMPANY NAME:____

ATTENTION:____

ADDRESS:____

CITY:_____________________________**ST:**________**ZIP:**________

**NAME OF
AUTHORIZED PERSONNEL:**_________________________________

TITLE:__________________**SIGNATURE:**________________________

NOTE: If faxing in this postcard, **<u>BOTH</u>** sides of this card **<u>MUST</u>** be faxed.